

# Region 3 In-Home Environmental Asthma Education Request for Applications (RFA)

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### OVERVIEW INFORMATION:

**Federal Agency Name:** U.S. Environmental Protection Agency, Region 3, Air Protection Division

**Funding Opportunity Title:** In-Home Environmental Asthma Education Request for Applications (RFA)

**Announcement Type:** Request for Applications

**Funding Opportunity Number:** EPA-R3APD-05-03

**Catalog of Federal Domestic Assistance (CFDA):** 66.034: Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act

**Dates:** EPA will consider all applications which are post marked by the U.S. Postal Service, hand delivered, or include official delivery service documentation indicating EPA acceptance from a delivery service on or before 5 p.m. Eastern Daylight Savings Time, Monday, June 13th, 2005. Applications postmarked or hand delivered after the due date will not be considered for funding.

### I. Funding Opportunity Description

The EPA, Region 3, Energy, Radiation and Indoor Environments Branch, Air Protection

Division, is requesting applications which address the requirements of the Clean Air Act, Section 103(b)(3), for in-home asthma education projects to ensure the direct education of children, their parents and/or primary care givers, and other people with asthma, about environmental triggers in their homes.

Projects must be executed within the Region 3 geographic area of: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia.

EPA Region 3, Energy, Radiation and Indoor Environments Branch of the Air Protection Division, is soliciting this Request for Applications (RFA) for cooperative agreements or grants to conduct community based in-home environmental asthma trigger management education. EPA Region 3 is awarding grants to ensure the direct education of children, their parents and/or primary care givers, and other people with asthma, about environmental triggers in their homes.

This work can be accomplished through:

- a.) the enhancement and/or creation of indoor environmental asthma trigger assessment and education protocols in existing in-home assessment and education programs, or
- b.) community based one-on-one education of children with asthma and their families and/or primary care-givers on the identification and evaluation of in-home environmental asthma triggers and the mitigation methods which they can implement in their homes to control these triggers.

Project Objectives:

- a.) Reduce the impact of in-home environmental asthma triggers on children and adults with asthma;
- b.) Strengthen the capacity of individual households to control in-home environmental asthma triggers; and
- c.) Develop sustainable strategies for in-home environmental asthma trigger management education within communities.

### **Statutory and Regulatory Authorities**

These grants or cooperative agreements will be awarded under the Clean Air Act, Section 103(b)(3). These may only be used to conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies relating to causes, effects (including health and welfare effects), extent, prevention and control of air pollution.

The regulations governing the awarded and administration of environmental asthma education projects are 40 CFR Part 30 (for institutions of higher education, colleges and

universities, community based organizations or coalitions, voluntary organizations, and other non-profit organizations); and 40 CFR Part 31 (for school districts or groups of districts, State, County, City or Local Health Departments).

### **Background Information**

Under this announcement, EPA may award Clean Air Act assistance agreements under Section 104 (b)(3) for training and demonstration activities related to the causes, effects, extent, prevention, and control of air pollution.

**Asthma-** Assistance agreements awarded under this announcement are for in-home asthma education and outreach projects. These projects will involve educating asthmatic about environmental management techniques through the use of asthma educators. The number of asthmatics reached must be reported. The project should also address indoor triggers for asthma. Emphasis should be for in-home education, but can include workshops, outreach events and in-school asthma education. Target audiences should be asthmatic children, their parents, and their care givers. Emphasis should be placed upon groups that are disproportionately affected by asthma such as children, children who are exposed to environmental tobacco smoke in the home, and populations that lack access to routine medical care.

### **Environmental Results**

Environmental results not only assesses the success of an applicant's project, they also gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. The Strategic Objective for the Indoor Environments Program is:

#### **Goal 1: Clean Air and Global Climate Change**

##### **Objective 1.2: Healthier Indoor Air**

Therefore, all proposed projects must demonstrate how they will result in healthier indoor air for healthier indoor environments. Your application must provide a full description of how your project's outputs and outcomes will link to EPA's Strategic Goals. If your proposal is selected for funding, we will provide guidance regarding additional information as needed.

#### **Example of Environmental Results:**

Produced by Environmental Outcomes: Reduction of environmental asthma triggers, emergency room visits and hospitalization on children with asthma by strengthening the capacity of individual asthmatics to control environmental asthma triggers.

Achieved by Environmental Output: The number of asthmatic children educated in managing their asthma, reduction in emergency room visits and hospitalization.

## **Background Information**

Environmental results are used to gauge a project's performance using output and outcome measures. The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal or objective, which will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. All applicants are required to link their projects to environmental results.

## **II. Award Information**

It is anticipated that an estimated \$50,000 will be available for awards to eligible applicants under this grant program. This competitive grants program expects to award up to four (4) grants this fiscal year in one-time funding for the In-home Environmental Asthma Education. The maximum allowable funding amount per grant is \$12,500.00. The number of awards will depend on the individual proposal costs and the scope of work. Should additional funding become available for award the Agency may award additional grants or cooperative agreements based on this solicitation and in accordance with the final selection process without further notice or competition. If a cooperative agreement is awarded, EPA Region 3 may have substantial involvement which may include, but not be limited to, assisting with walk through assessments, providing informational material, providing guidance and/or training as needed and as the Region may be able to provide considering the geographic location of the grantee. The grantee may not require assistance, therefore, EPA Region 3 will then work cooperatively with the grantee to make sure that all commitments can be fulfilled and provide direction only if needed or requested.

## **Project Period**

Project period may range from one to two years and is dependent upon funds availability. Applicants may specify a preferred project/budget period of 1 or 2 years. A one year project/budget time frame is preferred; if work is not completed within the one year period the assistance agreement may be extended another year with no additional funds being provided so that work can be completed. The suggested start date for the project is October 1, 2005. Please note, EPA reserves the right to award no grants or fewer grants than anticipated under this Request for Applications (RFA).

### **III. Eligibility Information**

#### **A. Eligible Applicants**

Applicants eligible to submit applications under this announcement include: school districts, schools, groups of districts, community based organizations or coalitions, voluntary organizations, and other non-profit organizations, colleges, universities or other institutions of higher education; State, tribal, county, city or local agencies or departments.

#### **B. Cost Sharing or Matching**

There is no matching funds requirement for this competitive program

#### **C. Other**

Applicants who propose to conduct in-home asthma education work outside the Region 3 geographical area are not qualified for funding through this advertisement. Work must be conducted in Region 3. EPA will consider only one application per applicant for a given project. If more than one application for a given project is received, the applicant will be ineligible and neither application will be accepted. Ineligible applicants will be notified via email. For-profit organizations are not eligible.

All organizations submitting applications in response to this solicitation must meet the eligibility criteria above. Projects must focus on the program objectives stated in this announcement. Applicants must demonstrate the ability to educate asthmatics about environmental asthma management techniques through the use of educators. Applications that do not demonstrate this ability will not be considered further for funding.

To be eligible for funding, applicants must address or meet all of the following criteria. Failure to address or meet these criteria will result in the application being disqualified for funding consideration:

- Be an applicant who is eligible to receive funding under this announcement;
- The application must meet all format and content requirements contained in Section IV of this announcement;
- The application must comply with the directions for submittal contained in this announcement;

### **IV. Application and Submission Information**

#### **A. Address to Request Application Package**

To reiterate, this is a request for full applications, not initial proposals. All interested applicants can obtain the Application kit and other application forms from the following Web site: <http://www.epa.gov/region03/grants/appforms.htm>. Paper copies may also be obtained by contacting Janice Lewis at 215-814-2185, or by e-mail at [lewis.janice@epa.gov](mailto:lewis.janice@epa.gov).

#### **B. Content and Form of Application Submission**

All applicants are required to submit information addressing their programmatic capability which will be evaluated under the programmatic capability ranking factors 7 through 10 in Section V of this announcement EPA will consider information provided by the applicant in the application and may consider information from other sources including Agency files.

A complete application includes all required items noted in the application kit indicated above. All applicable forms must be completed and must include a detailed workplan outlining the project, goals, methods, and expected outcomes in enough detail to answer a reviewer's questions with respect to the criteria set forth in Section V of this announcement.

The following information must also be included with your application:

- Completed Standard Form SF 424, Application for Federal Assistance  
Completed Standard Form SF-424A, Budget Information - (See *Section IV, E. Funding Restrictions* in this announcement)
- Detailed itemization of the amounts budgeted by individual Object Class Categories (See *Section IV, E. Funding Restrictions* in this announcement). Note: Any funds used for school district employee release time, i.e. substitute, must be listed under personnel costs.
- Narrative of Project Purpose and Environmental Results to be Achieved by Project (See *Section I* of this announcement for a description of Environmental Results)
- Description of the applicant organization, experience in asthma work, experience related to the areas of interest and the organization's infrastructure as it relates to its ability to implement the proposed project.
- Description of staffing and funding resources available to implement the proposed project; including the number of workers and staff qualifications (no resumes required).
- Milestone Chart, including expected accomplishments, projected due dates  
Timetable with milestones and deliverables, discuss methods or approaches, partners or leveraging of resources of funds
- Include quarterly and final report submittal dates in the timetable. Discuss experience and opportunities relevant to achieving results
- Provide deliverables and cost of project versus outcomes/outputs (See *Section I* of this announcement for a description of Environmental Results)
- Description of how the proposed project meets the Evaluation Criteria specified in *Section V* of this Announcement.

The workplan must be written as outlined below in Section IV. Applications should provide sufficient detail to enable the EPA reviewers to determine the eligibility of the applicant organization, the eligibility of proposed project activities, and that all proposed project costs are necessary, reasonable, allowable, and allocable.

The following format must be used for all applications submitted:

**Project Summary (1 page):**

Organization- Describe your organization and, if applicable, list any key partners for this grant.

Summary Statement- Provide an overview of your project that explains your goals, objectives, and how you plan to carry out the involvement of educating asthmatics about environmental management techniques through the use of asthma educators. This should be a very basic explanation to provide reviewers with an understanding of the purpose and expected outcomes of your project.

Costs- List the type of activities for which grant funds will be spent.

**Project Description:** Describe precisely what your project will achieve—why, how, when, with what, and who will benefit. Explain each aspect of your proposal in enough detail to answer a grant reviewer's questions.

Title - Applicant Organization

Background - A description of the applicant organization, your unique qualifications re: experience in asthma work and related to the areas of interest and the organization's infrastructure as it relates to its ability to implement the proposed project.

Staffing and Funding - A description of staffing and/or funding resources necessary to implement the proposed work plan, including number of workers and staff qualifications (no resume required).

Experience - A description of experience implementing, evaluating and tracking success while working with in-home asthma project.

Project Period - The beginning and ending dates of the project.

Project Description - A description of how your organization will implement the proposed work plan. Please include a description of work outcomes, outreach tools, and any expected collaborations with other partners.

Results - A description of expected outcomes. Describe how you will measure and evaluate the results of your project.

Milestone Chart - Please include expected accomplishments, projected due dates.

**Project Evaluation:**

Explain how you will ensure that you are meeting the goals and objectives of the project. Evaluation plans may be quantitative and/or qualitative. Emphasis should be placed on follow-up activities that would evaluate the effectiveness of the outreach. Please note: quarterly written progress reports and a final report must be submitted as part of the grant. Please address how these reports will fit into your overall evaluation in this section.

**Budget:**

The budget should contain the following categories as applicable to your project: Personnel, fringe benefits, travel, equipment, supplies, contractual, other/miscellaneous costs, total direct costs (sum of personnel, fringe, travel, equipment, supplies, contractual, and other costs), indirect charges, and total (sum of total direct charges and indirect charges.) Please

include an indirect cost rate, if applicable.

#### Expected Accomplishments

Example results:

- a.) To reduce the impact of environmental asthma triggers on children with asthma;
- b.) Strengthen the capacity of individual asthmatics to control environmental asthma triggers; and
- c.) To develop sustainable strategies for environmental asthma trigger management/intervention education within a school setting.

Application workplans should be no more than five (5) pages, typed, double-sided or ten (10) single sided pages (not including Standard Form SF-424, and SF-424A). In addition, resumes, and letters of support do not count toward the five page limit. Please provide on original with appropriate signatures and two (2) hard copies of the entire package. Covers, binders, or folders should not be used. Application materials not on a preprinted standard form should be submitted on 8-1/2" by 11" recycled paper with one- inch margins all around. The font should be no smaller than 10-point type. Application workplan narratives must directly address the outlined selection criteria. Please include a cover letter identifying the title and number of this Funding Opportunity announcement with your application (refer to the Overview section in the beginning of this announcement for this information).

#### **Confidential Business Information:**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

#### **C. Submission Dates and Times**

EPA will consider all applications which are post marked by the U.S. Postal Service, hand delivered, or include official delivery service documentation indicating EPA acceptance from a delivery service on or before 5 p.m. Eastern Daylight Savings Time, Monday, June 13th, 2005. Applications postmarked or hand delivered after the due date will not be considered for funding. Email and fax submissions will not be accepted.

#### **D. Intergovernmental Review**

Successful applicants will be required to comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program is eligible for coverage under Executive Order (EO) 12372, An Intergovernmental Review of Federal Programs. An applicant should consult the office or official designated as the single point of contact in his or her state for more



information on that state's required process for applying for assistance if the state has selected the program for review. Single Point of Contact (SPOC) can be found at the Office of Management and Budget's (OMB) Grant website. There is a list of these contacts at the following web site: <http://whitehouse.gov/omb/grants/spoc.html>. If your State does not have a SPOC and your application is selected for funding, you must forward a copy of your completed application to the areawide/regional/local planning agency or agencies, so that they may have the opportunity to review your application for comment.

### **E. Funding Restrictions**

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate.

Please refer to the applicable cost principles in the following Office of Management and Budget Circulars: <http://www.whitehouse.gov/omb/circulars>

OMB Circular A-21, Educational Institutions (8/8/00)

OMB Circular A-87, State and Local Governments (5/4/95, amended 8/29/97)

OMB Circular A-122, Non-Profit Organizations (5/19/98)

### **F. Other Submission Requirements**

Applicants must submit an application to:

U.S. Environmental Protection Agency  
Region 3  
1650 Arch Street  
Philadelphia, PA 19103  
ATTN: Janice Lewis, 3AP23  
Telephone Number: 215-814-2185

## **V. Application Review Information**

### **A. Evaluation**

All eligible applications will be evaluated based on the following criteria for In-Home Environmental Asthma Education Projects:

1. Applicant has goals and objectives which are clearly stated and will reduce the incidence and severity of asthma episodes in the target population, and create behavioral changes in the home as a result of educational outreach. (i.e. number of children with asthma, their parents and/or care-givers that will be reached.)(**20 points**)

2. Included detailed information about projected impact of project, such as: the number of homes in which indoor environmental triggers have been identified and the number of households in which mitigation actions have been taken. **(10 points)**
3. Outlines education materials and mitigation methods for environmental (secondhand) tobacco smoke, house dust mites, cockroaches, molds and animal dander which are compatible with messages contained in EPA's asthma brochure, Clear Your Home of Asthma Triggers: Your Children Will Breathe Easier (<http://www.epa.gov/iaq/pubs/asthma.html>) **(20 points)**
4. Adequately describes mechanisms for obtaining feedback about program effectiveness from households after the in-home education assessments visit(s). **(10 points)**
5. The organization's instructors have training and experience in asthma programs (e.g., the American Lung Association's Open Airways program or a general asthma awareness program) and/or related programs. **(20 points)**
6. Ability to track, measure and report progress, deliverables-outputs/outcomes must be reported. (See *Section I, Environmental Results* of this announcement for an example) **(20 points)**
7. Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project **(10 points)\***
8. History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports **(10 points)\***
9. Organizational experience or potential professional or community educators are currently set up and established within a base community to do community level work and plan for timely and successfully achieving the objectives of the project **(10 points)**, and
10. Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project **(20 points)**.

Criteria with asterisks (\*) will be applied using neutral scoring, which allows EPA to score applicants with no history or past performance more fairly. Applicants with no history or past performance will be given a "middle score" (for example, 5 out of a possible 10).

## **B. Review and Selection Process**

### **Application Evaluation Process**

All applications will be reviewed, evaluated and ranked by selected staff of EPA reviewers based on the above evaluation criteria. Applicants will be first screened to ensure that they meet all eligibility criteria listed in Section III and will be disqualified if they do not meet the criteria.

EPA reserves the right to reject all applications and make no awards. Applications meeting the evaluation criteria will be evaluated by a team of reviewers and ranked according to the selection criteria and scale in Section V of this announcement. Based on this review process,

applicants whose grant applications are selected for funding will be notified via email or letter. (Note that selected applications will be subject to review under Executive Order 12372, Intergovernmental Review of Federal Programs).

### **Selection Official**

Final selection of applications will be made by the Region 3, Director, Air Protection Division.

### **C. Anticipated Announcement and Award Dates**

Under current budget conditions, the expected award date is estimated to be September 30, 2005.

## **VI. Award Administration Information**

### **A. Award Notices**

#### **Notification**

After the deadline for application has passed, EPA Region 3 will acknowledge receipt of applications via email or letter. Once applications have been reviewed, evaluated and ranked successful, applicants will be notified within 15 days via email or letter. Successful applicants will be required to complete additional application documents, including but not limited to; EPA Form SF-424B (Assurances - Non-Construction Programs) if they were not originally submitted. This notification will advise the applicant that they have been selected and is not an authorization to begin performance. Ineligible applicants will be notified via email within 15 days after a determination has been made that they are ineligible.

**Disputes:** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Janice Lewis at 215-814-2185.

### **B. Administrative and National Policy requirements**

#### **Applicable Regulations:**

- All non-profit applicants whose application is selected for funding will be subject to pre-award administrative capability reviews consistent with paragraphs 8.b, 8.c, and 9.d of EPA's Order 5700.8-"EPA Policy on Assessing Capabilities for Non-profit Applicants for Managing Assistance Awards."
- These projects are subject to EPA's General Grant Regulations: 40 CFR Part 30 "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations" and 40 CFR Part 31 "Uniform Administrative

Requirements for Grants and Cooperative Agreements to State and Local Governments”, as applicable. Applicants will be subject to the requirements of 40 CFR 32 regarding debarment, suspension and a drug-free workplace.

- An applicant whose application is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). A listing and description of general EPA Regulations applicable to the award of assistance agreements may viewed at EPA’s Grants and Debarment web page <http://www.epa.gov/ogd/>.
- Procurement: Once a proposal is selected, the recipient may be required to submit before award, in addition to a full application, a copy of its written procurement procedures developed in accordance with 40 CFR 30.40 - 30.48 or 40 CFR 31.36, as applicable, for review.
- **Indirect Costs:** If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it will need to prepare and submit an indirect cost rate proposal in accordance with the appropriate Federal cost principle, OMB Circular A-122, “Cost Principles for Non-Profit Organizations” or OMB Circular A-21, “Cost Principles for Educational Institutions” within ninety (90) from the effective date of the award.

If a local government or interstate agency does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant Federal agency has been designated by OMB must develop and submit its indirect cost rate proposal to its cognizant agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

The interstate agency recipient must send its proposal for approval to its cognizant Federal agency within six (6) months after the end of its fiscal year.

- **DUNS Requirement:** Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. A DUNS number must be included in every application (electronic or paper). The DUNS number must be included in Block 5 of the Standard Form 424 entitled, “Application for Federal Assistance” (Rev. 9-03) Organizations can receive a DUNS number at no cost by calling the dedicated toll free DUNS number request line at 1-866-705-5711. Additional information on obtaining a DUNS number can also be found at: [http://www.whitehouse.gov/omb/grants/dun\\_num\\_guide.pdf](http://www.whitehouse.gov/omb/grants/dun_num_guide.pdf).

### **C. Reporting Requirements**

All selected applicants will communicate with the Region 3 office by email or via telephone. Also, quarterly status reports are required, along with a final written report to be received by the Regional office no later than 90 days after the end of the project period.

The quarterly reports should include: a summary of performance progress to date, problems encountered and how they were resolved, successes achieved, and lessons learned.

Upcoming activities can also be identified. Any changes in the scope of work or activities need to be communicated to the Regional Project Officer.

### **VII. Agency Contact**

Janice Lewis, Project Officer  
U.S. Environmental Protection Agency  
EPA Region 3, 3AP23  
Energy, Radiation and Indoor Environments Branch  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2185  
(215) 814-2101 (fax)  
[lewis.janice@epa.gov](mailto:lewis.janice@epa.gov)

### **VIII. Other Information**

Formal application kits may be obtained on EPA's Grants and Debarment web page at <http://www.epa.gov/ogd>.

**Non-Profit Definition:** The term non-profit is defined by OMB in Circular A-122.

### **Right to Reject all Applications**

The Agency reserves the right to reject all applications and make no awards. If there is any confidential information contained within the applications, please mark it clearly. EPA will make final confidentiality decisions in accordance with Agency regulations at CFR, Part 2, Subpart B.

### **Availability of Pre-Application Assistance**

No pre-application assistance is planned.